



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **EPIDEMIOLOGICAL INVESTIGATOR**

**Salary and Benefits:** \$50,349.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Position is open until filled.** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### *Bridgeport Lead Hazard Control Program*

The City of Bridgeport's Department of Health and Social Services has administered lead poisoning prevention interventions since 1978. The Bridgeport Lead Hazard Control is an intervention and prevention program that coordinates lead hazard control activities through inspections and risk assessments. The program also incorporates Healthy Homes assessments, low cost interim controls, remediation and abatement activities with community outreach, lead screening, and family/landlord/contractor education and training.

## **GENERAL STATEMENT OF DUTIES**

The Epidemiological Investigator is responsible for the execution of activities that can eradicate one of the most serious environmental health injustices, affecting children in our city. This role is essential to assure compliance with federal, state and local mandate relative to the existences, proper removal, safe transport and prevention of exposure to toxic levels of lead. Work is performed under the general supervisor of the Lead Program Director and in collaboration with the grant program manager.

## **TYPICAL TASKS OR ASSIGNMENTS:**

- Conduct dwelling investigations to detect lead hazards; rechecks on confirmed lead hazard units.
- Work with landlord and tenants to teach proper techniques to render and maintain lead safe properties.
- Attends weekly case management meetings as well as monthly Partner meetings to discuss progress towards benchmarks and any other pertinent issues.
- Performs in-home education to families and property owners.
- Conducts assessments of community awareness by using pre and post tests.

- Prepares written progress reports and maintaining accurate and up-to-date records of all investigations.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

- a. As to educations, training, and experience:
  - Bachelor's Degree preferred or Associates degree with over five (5) years' experience.
- b. As to special knowledge, ability, and skill:
  - Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Office applications as necessary.
  - Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
  - Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
  - Excellent verbal and written communication skills.
  - Strong analytical skills.
  - Ability to self-motivate/start.
  - Ability to work a flexible schedule.
  - Demonstrated experience organizing presentations and community meetings.
  - Familiarity with Bridgeport Neighborhoods and working within diverse communities/demographics are advantageous.
  - Ability to maintain essential records.
  - Must possess the ability to handle sensitive and confidential situations.
  - Bilingual language (English/Spanish) skills are required.

#### **LICENSES AND CERTIFICATIONS**

- Valid Connecticut Driver's License – This job requires driving.
- A Lead Inspector/Risk Assessor certificate (preferred or obtained upon hire).

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

**An Equal Opportunity Employer MF/AA/DIS**

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 106  
BRIDGEPORT, CT 06604